How to Start the TRAVELTracks Process

- View the travel website link http://www.txstate.edu/gao/ap/travel/travel-tracks-project.html for more Travel Tracks instruction material and information.

- Register for hands-on TRAVELTracks training classes by logging on to the SAP Portal; selecting Training and Development, Organizational Excellence, and Understanding TRAVELTracks.

- All Texas State University employee travelers should complete a Travel Request by logging in to the SAP Portal on the Texas State main website https://ibis.sap.txstate.edu:50001/irj/portal.

- All electronic Expense Reports must be created from an approved Travel Request even if the trip has already occurred.

How to Create a Travel Request

1. Log onto the SAP Portal. Select the SAP Portal on the Texas State main website. Log on with your Texas State User ID and Password. Click on the Employee Self Service tab and then on TRAVELTracks.

2. Click on My Trips and Expenses and or directly to Create Travel Request.
3. If My Trips and Expenses selected, click on Create New Travel Request.

4. Trip General Data information overview.
   - Select the Calendar of Trips button to see Travel Requests in green and Expense Reports in red that has already been saved.
   - If you have multiple Travel Requests with different dates of travel, they may overlap. The Expense Report dates of travel may NOT overlap.
   - One Expense Report may be processed per approved Travel Request. This process closes the trip and encumbrance.
   - Select the Cancel button to cancel all the information that has not been saved.
   - The fields marked with a red asterisk (*) are required fields.
   - All the required fields must be completed before you may Save Draft, Save and Send for Approval, or Attach documents.
   - Once the General Data is completed the Navigation Bar at the top of the Create Travel Request may be used to toggle between the General Data screen and the Review and Send screen.
5. Enter your General Data.

a. Enter the trip Start Date and End Date.
   - Use the arrow to access the drop down menu calendar to select your trip date information.
   - Record the entire trip date range and all the destinations including any personal time that may be taken along with business travel (reduce the meal and lodging per diem for the personal travel in the Enter Estimated Costs screen).
   - For blanket travel primarily for mileage, record the entire month or semester in the date range. This information will be edited on the Expense Report so it does not conflict with other travel.
   - Change the estimated departure and arrival time.
   - If foreign travel, consider adding an extra day to the start and end date of the trip to allow for any time differences.

b. The Trip County defaults to the UNITED STATES.
   - The first destination entered into the ‘Trip/Region’ defines the trip schema and will workflow the request to additional approver(s) if out-of-state or foreign travel.
   - It is preferable to keep different trip schemas separate because the entire trips expenses will be processed with the corresponding general ledger numbers. The trip is either in state, out of state, or foreign. If traveling to a U.S. territory, keep the United States as the Trip County and select the territory in the Trip/Region.
   - Use the arrow to access the drop down menu and select another country if applicable.
   - The available countries are in alphabetical order.

c. Select the correct Trip/Region.
   - This field populates your per diems according to your accommodations location.
   - Only one Trip/Region needs to be selected per night.
   - If you change accommodation locations but are still in the same Trip/Region, only one Trip/Region needs to be selected.
   - Click on Show Filter Criteria.
(5. c. Enter your General Data Continued)

- Enter the state or territory abbreviation and an asterisk in the Country/Group/Region field. Click on the Start Search button.

- Scroll down to view all the available Trip Regions for the designated state. Use the Other rate if the destination is not found. The Trip Region selections mirror the GSA rate table. Use the Other rate if using blanket travel for mileage.

- Click on the OK button to select the Trip Region and populate the meal and lodging per diems.
(5. c. Enter your General Data Continued).

- All of the available Trip Regions will automatically be presented for selection if a foreign county is selected as the Trip Country.

- The TRAVELTracks per diem tables mirror the GSA.gov tables.
  - The September rate is used for the per diems for October – December (GSA next fiscal year).
  - The updated per diems are entered into TRAVELTracks from the GSA.gov tables for January through September.
  - The GSA.gov maximum lodging per diem rate may increase for the period October – December but the TRAVELTracks rates will not reflect the changes.
  - If the GSA.gov rates changes from the TRAVELTracks rates from October – December, note the difference of the lodging per diem rates in the ‘Comment’ section of the request and attach a copy of the GSA.gov rate add the difference in amounts to the ‘Estimated Costs’ travel type ‘Other’ (GSA.gov rate – TRAVELTracks rate x number of nights).

- Enter the Duty Point information.
  - This is a text box where the trip location or business activity may be entered.
  - Click on the paper icon drop down to select prior entries if applicable.
  - Select and click on OK button to automatically populate or just type in information.
(5. Enter your General Data Continued)

e. The Enter Additional Destinations button may only be used once the General Data screen is fully populated.

f. Use the arrow to access the drop down menu and select the applicable Activity Type.

- ADVANCEMENT TO UNIVERSITY
- CONFERENCE
- MEETING
- PARTICIPANT SUPPORT – For grant related activities involving non-Texas State employees.
- RECRUITMENT
- RESEARCH
- STUDENT GROUP – This activity type will not populate the meal or lodging per diems. Those per diems must be added manually according to the overnight destination, dates of travel, and amount of people and/or rooms from the GSA maximum per diem rates. Manually add the airfare for the entire group into the ‘Airfare’ line of the estimated costs.
- STUDY ABROAD – Does not workflow for Presidential approval, has previous Cabinet approval.
- TRAINING

g. Enter the Benefit to University (Reason).

- This is a text box where the trip reason or business activity may be entered.
- This text box has a character entry limit.
- Click on the paper icon drop down to select prior entries if applicable.
- Select and click on OK button to automatically populate or just type in information.

f. Enter data in the Comment section.

- This is a text box has no character entry limit.
- Continue the Benefit to University statement or add any other trip information may be important to the Account Manager or the Travel Office.
- Important trip information may include such statements as:
  - Staying with relative, not seeking lodging reimbursement.
  - Lodging paid with check.
  - Staying an extra five days for personal time.
  - Airfare and rental car will be directly billed.
g. Enter the Estimated Costs information.
   - Click on the Enter Estimated Costs button to enter your estimated costs per the Travel Mediums.
     - AIRFARE – Enter estimated cost for direct bill or personally paid airfare.
     - MEALS – This field is already populated from the information on the General Data screen. The maximum GSA amount may not be increased and amount approved on the request transfers to the expense report.
     - LODGING – This field is already populated from the information on the General Data screen. The maximum GSA amount may not be increased. If no lodging reimbursement, reduce to $0.
     - EXCESS LODGING – If the room rate is higher than the GSA maximum lodging rate, enter the difference. The request automatically workflows to the appropriate approver.
     - TRANSPORTATION – Enter estimated cost for direct bill or personally paid expenses such as rental cars, mileage, fuel, tolls and parking.
     - OTHER – Enter estimated costs for personally paid expenses such as registrations, baggage fees, and hotel taxes.
   - Click on the Calculate button to view total sum.
   - Click on the Accept button to return to the General Data screen.
(5. Enter your General Data Continued)

h. Change the Cost Assignment.

- Click on the Change Cost Assignment button to enter the fund(s) paying for the travel.
- The Cost Assignment is set at the Travel Tracks default funding. The cost assignment must be changed to either a cost center and fund or an internal order and fund (sponsored program).
- Up to six different cost assignments may be used which are allocated by percentage, but absolute dollar amounts may be assigned to specific expense type(s) on the expense report.
- Click on the Check button after every entry to ensure that the Cost Center/Internal Order and the Fund are available and compatible. This does not ensure that there are funds in the travel budget covering the total estimated costs.
- Click on the Accept button to return to the General Data screen.

![Cost Assignment for Trip](image)

i. Enter Additional Destinations if applicable.

- Click on the Additional Destinations button.
- Add additional destination(s) only if your lodging accommodation Trip/Region changes.
- Use the same method of selecting Trip/Region as when first creating the request.
- Click on the Accept button to return to the General Data screen.

![Additional Destinations](image)
(5. Enter your General Data Continued).

j. Enter Travel Advance request if applicable to Activity Type such as Student Group or Foreign travel.
   - A Travel Advance MUST be applied for in ‘Enter Advances’ when submitting the request for student group and/or foreign travel. The requested advance amount will not be paid to the employee until 10 working days prior to the beginning trip date and will be reimbursed as indicated on the traveler’s vendor record (such as direct deposit or check).
   - Click on the Enter Advances button.
   - Enter the amount of the advance not to exceed the total estimated costs of the request.
   - Enter the date that the advance payment is needed.
   - Click on the Accept button to return to the General Data screen.
   - Once the Accept button is selected, the Advance amount may not be deleted only modified with another entry such as a positive amount to increase the advance or a negative amount to decrease the advance.

h. View an example of a completed General Data screen.
6. Go to the Review and Send screen.
   - Review and process through any Yellow Warnings.
   - The request may not be saved if there are Red Warnings such as an over budget message.
   - Click on the Save Draft button and rectangle to save the request and have a trip number assigned so you may return to the request at a later time.

- Click on the Exit button to return to the My Trips and Expenses screen.
(6. Go to the Review and Send screen Continued).

- Click on the Save and Send for Approval button and rectangle and have a trip number assigned and begin the approval workflow process.
- The Travel Request does NOT require the traveler’s signature and may be ‘Save & Send for Approval’ by the Travel Assistant.

Click on the Exit button to return to the My Trips and Expenses screen.
7. View an example of a Saved Travel Request by clicking on the Display Request Form button.

Travel Request Status: Saved (NOT released for Approval).
Workflow Approval Status: Approval Pending

Created or Changed on: Mar 21, 2014 at 6:03:31 PM
Created By: TESTUSER01 - Mrs Test User 01
Last Changed By: TESTUSER01 - Mrs Test User 01

Travel Request - 7300019690
of Mrs Test User 01 traveling from March 10, 2014 thru March 12, 2014

General Data

Destination 1: TX Dallas / US / Dallas, Texas
Start: Monday, March 10, 2014
End: Wednesday, March 12, 2014

Benefit to University: Travel Tracks Training
Trip Activity Type: TRAINING

Estimated Cost, Advances and Cost Distribution

Estimated Costs:
Includes: 285.00 USD AIRFARE
Includes: 177.50 USD MEALS
Includes: 245.00 USD LODGING
Includes: 170.00 USD TRANSPORTATION
Includes: 141.50 USD OTHER
Total 1,000.00 USD

Advances:

Cost Assignment:

100 % to
Cost Center: 1212000000
Description: Technology Resources Administration
Account Manager: Mr Mark A Hughes
Funds: 2000011014

Planned Approvers

<table>
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<tr>
<th>Acct Mgr #</th>
<th>Approval Scenario</th>
<th>Planned Approver</th>
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</thead>
<tbody>
<tr>
<td>01</td>
<td>Account Manager</td>
<td>Mr Mark A Hughes</td>
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<tr>
<td></td>
<td>Travel Office</td>
<td>Administrator</td>
</tr>
</tbody>
</table>

Actual Approvers

<table>
<thead>
<tr>
<th>Status</th>
<th>Approval Scenario</th>
<th>Planned Approver</th>
<th>Actual Approver</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
</table>

** All approvals are pending **
8. To change a Saved Travel Request and/or submit for approval, select the trip and click on the Change button.
   - You will return to the General Data screen to make changes, if applicable.
   - Go to the Review and Send screen,
   - Click on the Save and Send for Approval button and rectangle to begin the approval workflow process.
   - Click on the Exit button to return to the My Trips and Expenses screen.

9. View an example of a Travel Request Released for Approval.

Texas State University
601 University Drive
San Marcos, TX 78666.

Mrs Test User 01
Personnel No. 66702
Test User 01
College of Education

Travel Request Status: Released for Approval
Workflow Approval Status: In Process

Created or Changed on: Mar 21, 2014 at 6:07:34 PM
Created By: TESTUSER01 - Mrs Test User 01
Last Changed By: TESTUSER01 - Mrs Test User 01

Travel Request - 7300019690
of Mrs Test User 01 traveling from March 10, 2014 thru March 12, 2014

General Data

Destination 1: TX Dallas / US / Dallas, Texas
Start: Monday, March 10, 2014
End: Wednesday, March 12, 2014

Benefit to University: Travel Tracks Training
Trip Activity Type: TRAINING

How to Create a Travel Request (Continued)
10. Viewing the status of a request or attaching any items can be done by using the tools on the All My Travel Requests or All My Trips tabs. Select the trip and use the Display/Print button or Attachments icon. The same tools to display, print or attach items appear on the expense report.

11. ‘Trip Templates’ can be set up for frequently used trip scenarios to aide in Travel Request initiation. Use the Copy button to copy a trip for the same traveler and change the start date, or use Copy to Other Employee to copy a trip to a different traveler(s) on your Employee List.

12. Things to consider about the status of a Travel Request.
   - Do not open a Travel Request that is in workflow (Save & Send for Approval) or it will be taken out of the workflow and the approval process will have to start from the beginning.
   - Do not open a Travel Request that has been posted or it will disrupt the approved status of the request.
   - Most changes to the trip data can be altered on the expense report and may workflow for additional approval(s) depending on what data has been adjusted.
   - If the Travel Request has NOT been ‘Save and Send for Approval’ and the trip was not taken, the Travel Assistant can delete the Travel Request.
   - If a Travel Request is posted and ‘Transferred to FI’ and the trip was not taken, notify the Travel Office via email to cancel the trip. If company paid airfare was used (Ascot or National), an expense report must be created, recording the ‘Company Paid Airfare’ expense amount, and ‘Save and Send for Approval’. The traveler will not be reimbursed, but the airfare billed to the University must be processed through the expense report.
   - If the traveler is not seeking reimbursement for the trip, the travel assistant can submit a $0 expense report to the Travel Office to close the trip and encumbrance.